**Deputy Clerks report – August 2022**

**I have been involved with the following: -**

In house training with the Clerk and Admin Assistant (website, quickbooks, bookings).

Clerks network meeting on 21 July – where Operation London Bridge was discussed

Letter sent to Mr Frears regarding the two design options for a gateway sign on North Bersted Street – signposting it as a Conservation Area.

Arun DC request for the agreed dog bin in North Bersted Street has been confirmed and will be installed in the next 3-4 weeks.

A tree surgeon felled two trees behind a house in Harold Close and one by the toddler playpark that was overhanging which had been picked up in the annual ROPSA report as dangerous.

Arranging litter pick equipment for the Parish and Risk Assessment for the litter pick at Central Avenue on 14 August led by Cllr Greenway.

Fire extinguisher annual check arranged with a company and carried out. A new extinguisher is needed for the meeting room and is on order and awaits fitting.

Governance Review, telephone chat arranged for 11 August at 10am with Daniel Bainbridge Group Head of Law & Governance at Arun DC

Dealt with an enquiry from a resident about litter behind houses in Oak Close. D. Cllr Yeates and C. Cllr Opper have visited the resident involved and are working on a solution.

There has been some vandalism near the toddler playpark, a waste bin and signage were kicked by youths and are both beyond repair. An email has been sent to the PCSO for Bersted asking if they can make regular checks in this area. Replacements will be ordered in September.

The meeting room has 3 regular bookings and possibly a fourth.

And finally – the playscheme at Jubilee Field is being very well attended and families are grateful to the council for providing this along with free goodie bags for the children.

